

Dictation Activity

TAB E

The time values shown include the time spent by stenographers receiving dictation, either from individuals or while taking notes at meetings and conferences. A wide variation was found in the use of stenographers for dictation. In the Intelligence Production Staff a considerable amount was being done in connection with the preparation of National Estimates and the Scientific Estimates Committee. The Division Chief, Deputy, and several analysts in the Operations Staff account for a considerable amount of dictation time. Work in connection with debriefings and for the Ad Hoc Working Committee largely account for Medicine Division's time. Less dictation is done in Physics and Electronics Division due to the typing load. In the Scientific Resources Division little is given by other than the Division Chief. In the Scientific Analysis Division most dictation is given in the Office of the Chief and only one stenographer is available to serve the analysts in groups A, B, and C. The Office of the Chief of the Applied Science Division is served by an administrative assistant with only one stenographer to serve four branches.

By full utilization of dictating machines 139 man-hours per week may be made available for other clerical activities.

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